

## Amador Community College Foundation Meeting Minutes

Thursday, June 20, 2024

Paul called the regular public meeting of the Amador Community College Foundation to order on Thursday, June 20, 2024, via Zoom Meeting and in person at 5:11pm.

Roll Call: Paul Molinelli, Lynn Morgan. Craig Burman, Janice Davis, Barbara McFarland, Hollie Hamilton, John Tillman, Maureen Angle. Staff: Rachelle Jose de' Mattos-Saldate, K16 Workforce Grant Program Director: Andrew Gardener

Public Comments: There were no public comments.

### 1) ORGANIZATION:

- a. Tiffany Bramell, our new Program Assistant, was introduced during the K16 Workforce meeting
- b. Tiffany reported that the MHSA program has 29 current students, 14 are active, 6 have registered for Summer 2024 and 4 students will complete COA after Spring 2024. There are 7 inactive students, 7 are on hold until TBD and there is 1 new application. Two students have earned their certificates since the last report. The opportunity for Human Services Field Studies (previously known as the Practicum) will resume in the Fall of 2024. ACC has received 3 new referrals from the Amador County Department of Social Services. One of those participants has an appointment to enroll. The contact information for 2 possible candidates has been sent to Andrew for the ECE opportunity through the K16 grant. Students are actively working on degrees in Emergency Management/Homeland Security, Accounting, Criminal Justice, Business Information and Networking. Rachelle and Tiffany contacted Amber Gutierrez, Jackson Rancheria Employee Relations, and made an agreement that a student may keep their textbooks after a course or leave it at the Center to be rented to a future student. Rachelle reported that the Amador County Behavioral Health Department will be renewing our agreement for an additional year. Rachelle invoiced them for the \$35,000 owed to us for the MHSA scholarship. We should receive the funds in July. Susan and Rachelle met with ACUSD and requested \$50,000 for the upcoming school year.
- c. John Tillman made a motion to accept the minutes for the May meeting as written. Barbara McFarland seconded the motion. Paul called for the vote which was unanimous in favor of accepting the minutes.
- d. Craig presented an update on the monthly bank statement. On 6/11/2024, ACCF took a bridge loan from Amador County for \$24,000, 0% interest for two years. On 6/11 ACCF received \$210,000 from Columbia College for a 2-year K16 Jobs Initiative. The funds from Columbia are not co-mingled with the funds for operating the Center. The funds from Columbia include a refund of \$10,000 due to ACCF for an initial outlay. ACCF has initiated a Credit Card Account with Umpqua Bank, administrated by Elan Financial Services with a statement closing date of the 15<sup>th</sup> of each month. As of June 20, 2024, the current balance of the Umpqua checking account was \$23,728 with \$10,941 in expenses for the month. Craig reported that ACCF owes \$17,088 in debt and \$10,000 to repay the

Dickerson Family Trust. The group then engaged in a long discussion emphasizing the importance of creating clear guidelines for allocation of funds and record keeping. ACCF needs to keep the K16 grant money separate from funds used to maintain the Center and student services. However, the K16 grant specifies that some funds can be used for facility needs which will benefit the Center. Barbara and Maureen volunteered to create a record keeping system for the invoices, etc. related to the K16 grant funds. If current staff completed work related to the K16 grant, they would be compensated with funds from that account and not ACCF Center monies. The group emphasized the priority of paying back our loans as soon as possible.

- e. Andrew reported that everything is ready for ACCF to participate in the Amador County Chamber of Commerce Business Resource Event on June 22 from 9:30am-2:30pm.
  - f. Discussion of continuing ACC's participation in the proctored testing program was tabled until the July meeting.
  - g. The Bridge Loan was discussed during Craig's report.
  - h. The group voted to participate in Dandelion Days 2025. John Tillman made a motion to participate next year, and Craig seconded it. Paul called for a vote and the motion passed unanimously. Maureen volunteered to check on the application.
  - i. The May 21<sup>st</sup> "Lets Talk Jobs" event was discussed at the 4:30pm meeting.
  - j. Barbara reported that we have an account to manage the K16 Grant funds at the Bank of Marin. Paul is set up as a signer, but we need a second Board member as an additional signer. This will be further discussed next month.
  - k. Discussion related to hosting an Open House, to be organized by Barbara, was tabled until July.
  - l. Discussion of making a presentation to the ACUSD School Board was moved to the July meeting.
  - m. Item M was moved to the July meeting.
- 2) **FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:**
- a. Barbara has continued planning the "Dinner in a Bag" fundraiser to be located on the Argonaut High School campus/parking area. Possible dates are Aug. 30, 2024, or Sept. 6, 2024. She has submitted the necessary paperwork to ACUSD and is waiting on a response. The exact location will be discussed with school personnel and the menu will be decided when Barbara meets with Chef Garcia upon his return from the summer break. It was suggested that we also offer the "dinner" to county employees working across the street at the courthouse. Barbara has requested a \$5000 donation from Moreno Trenching as a corporate sponsor to help defray the costs. Stickers advertising the company would be placed on all "dinner" bag if they decided to help. Barbara is also in the midst of negotiations with Helwig Winery to host a wine tasting & dinner fundraiser in the Helwig Cave with a possible January 2025 date.

She has contacted several corporations for financial support and will report later on their responses. Barbara discussed acquiring a QR code for a Venmo account for the ACCF checking account to make money transfers easier and more profitable. Rachelle will look into getting the QR code.

- b. John Tillman reported that ACCF will continue with our add in the Ledger Dispatch. But we will not be advertising in the County Fair booklet this year.
- 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:  
There was no report this month.
- 4) PROGRAM OPERATIONS COMMITTEE REPORT:  
There was no report this month.

Committee Member Initiatives: (non-agenda items reported/suggested by members)  
Barbara made a motion to officially offer Andrew Gardner the position of Executive Director of the ACCF/ K16 Workforce Program. John Tillman seconded the motion. Paul called for a vote which was unanimous in favor of offering Andrew the position. Rachelle asked whether Andrew's future status would be as a consultant or an employee. This will be revisited at a later date.

ADJOURNMENT: The meeting was adjourned at 6:11 pm. The next regular meeting is Thursday, July 18, 2024, at 5:30 pm via hybrid format or in-person at the Center.

## Amador Community College Foundation Meeting Minutes

Thursday, June 20, 2024

Paul called the regular public ACCF K-16 Workforce Grant meeting to order on Thursday, June 20, 2024, via Zoom Meeting and in person at 4:30 pm.

Roll Call: Paul Mollinelli, Craig Burman, Janice Davis, Hollie Hamilton, Barbara McFarland, Lynn Morgan. Maureen Angle, John Tillman,

Staff: Rachelle Jose'de Mattos-Saldate, K16 Education Grant Program Director: Andrew Gardner

Public Comments: There were no public comments.

- 1) Tiffany Bramell, our new Program Assistant, was introduced and welcomed by the Board.
- 2) Andrew reported that we are up to date on completing current objectives required by the Statement of Work documents related to the K16 Workforces grant.
- 3) Andrew reported that everything is ready for ACCF's participation in the Amador County Chamber of Commerce Event on June 22. Staff helped prepare appropriate K16 grant materials and he has enough help to staff the table and talk to attendees. Thank you to Hollie, Janice & John Tillman for assisting.
- 4) The group discussed potential work locations for the K16 personnel including changing the layout of some of the current office space and using the "workroom" and the "Columbia Classroom". Craig informed the group that ACCF use of some of these areas will require a rewrite of our current lease agreement with the Jackson Rancheria (property owner). Craig made a motion to revise our lease to accommodate needs of the K16 students & program. John Tillman seconded the motion. Paul called for vote and the motion passed unanimously.
- 5) Andrew reported that the MOU agreement with the Resource Connection is in place. We expect to have approximately 20 students participating although there is no limit on the number of students who may enroll. Students will complete two virtual courses, one on nutrition and one on child growth and development, in the fall. Upon successful completion of both courses, students will receive a Child Development certificate which will allow them to work with children 5 years old and younger. They will then be assisted by the Resource Connection in securing an appropriate childcare position.
- 6) Andrew reported that the MOU agreement, with Volcano Communications Group, for the computer science pathway is also in place. 8 to 10 students will complete five virtual courses attending class online on Mondays and Wednesdays and then attending an in-person lab course on Wednesday evenings at the Center. Columbia College will provide an instructional assistant to help

with the lab class. Upon successful completion of the Volcano computer course work and any other program requirements, students will earn a certificate in “Information Technology” from Columbia College. They will then be qualified to apply to Volcano for a position. The group then discussed the need to update the computer technology in the Center, replacing old computers, switching to laptops instead of desk tops and increasing the bandwidth/speed in the building.

- 7) Craig discussed using K16 funds to cover Workman’s Comp coverage for K16 students and staff. Manassero Insurance Agency in Jackson quoted approximately \$1600 for students enrolled in the computer science program with Volcano.
- 8) Andrew reported that organizers of the “Let’s Talk Jobs” were very positive about the Amador event. It was well attended and they said that they gathered the best feedback at our event . Reimbursement for the dinner was discussed as we want to make sure Chef Michael is reimbursed in a timely manner for his help.
- 9) Andrew informed the Board that interviews for the Outreach and Enrollment Technician position are being conducted by a panel including Andrew, Karen and Rachelle.. More information to follow.
- 10) The Board thanked Andrew for sending out updates on the grant.

ADJOURNMENT: The K16 Workforce meeting was adjourned at 5:11pm. The next K16 Workforce meeting is Thursday, July 20, 2024 at 4:30pm via hybrid format or in person at the Center.